

***The GBA Code of Conduct is an extension of the CUGSA Supreme Constitution and Potsdam Minor Constitution. The statutes found below are linked with those found in the CUGSA Supreme Constitution and Potsdam Minor Constitution. If confusion arises on the meaning or implications of the Code of Conduct below, GBA Members should refer to the CUGSA Supreme Constitution and/or connect with a CUGSA Executive Council Member. Additionally, if the GBA Code of Conduct below is found to clash with the CUGSA Supreme Constitution or Potsdam Minor Constitution, the CUGSA Supreme Constitution or Potsdam Minor Constitution will be considered final and appropriate adjustments should be made to the GBA Code of Conduct.*

Graduate Business Association Code of Conduct

Ratified: 11th May, 2020

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Article I - Definitions

Section 1. GBA: The name of this organization shall be the Graduate Business Association and governs Graduate students within Clarkson University's Reh School of Business.

Section 2. Graduate Business Students: All persons currently enrolled as Graduate Students of Business at Clarkson University.

Section 3. Administration: The Graduate Business Department of the Clarkson University Reh School of Business

Section 4. Campus Community: A distinct general body associated with Clarkson University campus, that resides under the dean of the graduate school. The individual campus communities shall organize as they see fit.

Section 5. Clarkson University Graduate Student Association (CUGSA): The name of the supreme governing body of all graduate students at Clarkson University.

Section 6. Graduate Representative: A Councilor of the Graduate Student Association appointed by the Graduate Business Association.

Article II - Purpose

Section 1. The purpose of the GBA shall be to primarily advocate on behalf of the Graduate Business Students and provide a connection to the Administration and CUGSA on behalf of the Graduate Business Students.

Section 2. The GBA shall provide a secure space for the Graduate Business Students to voice opinions, and raise problems and concerns associated with departments, graduate school, and Clarkson University as a whole.

Section 3. The GBA shall organize programs and events which strengthen and enhance the community experience amongst primarily the Graduate Business Students, and secondarily among the broader student body.

Article III - Membership

Section 1. All individuals enrolled in a Graduate program through the Clarkson University Reh School of Business are considered Graduate Business Department students.

Section 2. Individual membership may only be revoked upon completion of a degree program or removal from the graduate school, in accordance with Article 1 section 2.

Article IV – The Graduate Business Association

Section 1. – Graduate Business Association Executive Board: The Graduate Business Association shall be composed of the President, Vice President, Events Coordinator, and Treasurer.

Subsection I. Graduate Business Association members shall be referred to as “Association Members”.

Subsection II. This document outlines the responsibilities and requirements that the GBA must adhere to. It can only be modified or ratified through the CUGSA Council and must be in alignment with the CUGSA Supreme Constitution.

Subsection III. Any complaints registered against a member of the Graduate Business Association must be forwarded on to both the CUGSA and the Administration.

Section 2. - Terms: Terms in office shall be for one (1) academic year, from the beginning of the fall semester to the end of the spring semester as defined by the University academic calendar.

Section 3. - Roles and Responsibilities:

Graduate Business Association Members

- The Graduate Business Association Executive Board will be responsible for notifying CUGSA Executive Board and it’s advisors of any official complaints that are made against the Graduate Business Association Members.

President

- The President shall act as the Chief Executive of the GBA, its Chief Spokesperson, and its representative to the administration.
- The President shall preside over and set the agenda in all meetings and manage the general business of GBA.
- The President shall delegate duties to other Graduate Business Association Members.
- The President shall be responsible for developing meeting agendas in conjunction with all interested parties.
- The President, together with the Treasurer, shall oversee communicating with the General Body and Graduate Business students using the GBA email.

Vice President

- The Vice President shall perform the duties of the President in the event of the absence of the President.
- The Vice President shall act as the main point of contact between the GBA and the CUGSA, acting as a Graduate Representative pursuant to Article 1.
- The Vice President shall attend all meetings of the GBA and the CUGSA biweekly meetings, keeping the GBA informed of CUGSA activities that directly or indirectly concern the GBA.
- The Vice President shall assist the President and Events Coordinator in the administrative, planning, and execution of GBA events.

Events Coordinator

- The Events Coordinator shall work with other Association Members to bring to fruition any events or fundraisers approved by the GBA, in accordance with the requirements of the Administration and the CUGSA.
- The Events Coordinator will be responsible for providing an accurate record as well as consistent updates on events or fundraisers which are being held by GBA for the Graduate Business students.

Treasurer

- The Treasurer shall maintain oversight of all GBA funds and shall maintain an accurate record of all funds sent, received, or otherwise used.
- The Treasurer shall prepare the GBA's budget proposal for the following Academic year in conjunction with all interested parties (namely the CUGSA).
- The Treasurer shall be responsible for communicating with the CUGSA Treasurer.
- The Treasurer shall be responsible for collecting and updating all budget expenditures throughout the term.
- The Treasurer will also be responsible for maintaining meeting minutes, recording attendance, and communicating with the General Body and Graduate Business students using the GBA email.

Article V - Meetings and Procedures

Section 1. Regular Meetings of the Graduate Business Association shall be open to all members of the GBA, Administration, and CUGSA executive members.

Section 2. The Graduate Business Association shall meet at least once per month to discuss the agenda.

Section 3. Association Members shall be notified of an upcoming meeting at least one week in advance, with any subsequent changes requiring immediate notification.

Section 4. Meetings shall be structured as needed to meet the needs of the Association, as determined by the Association.

Section 5. Association Members are required to attend all meetings, with exceptions requiring approval from the President or Vice President.

Section 6. The CUGSA email will be included in the email list for the general meetings, so they will be aware of meeting proceedings, and CUGSA Executive Board members will be able to join GBA meetings on occasion.

Article VI - Electing and Appointing

Section 1. The general election is one in which all Graduate Business Students are eligible to run for the leadership positions of the Graduate Business Association.

Section 2. The specific election(s) and transition date(s) will be held on date(s) selected by the Association members before the departure of the Association members in May.

Section 3. The election will be overseen by a CUGSA executive board member and an official from the administration to ensure due process. Additionally, a GBA advisor must facilitate the election process.

Section 4. There must be a minimum of 50% of the incoming GBA students present at the election. For example, if there are 30 new GBA students entering the program in the fall of 2020, then at least 15 of those students must be present to select the GBA Members.

Article VII - Candidacy and Removing of Association Members

Section 1. Graduate Business Association Elections

- All members of the Graduate Business Department as defined in the constitution are eligible to apply for the Graduate Business Association.

Section 2. Removal of Officers: Removing of Association Members shall be for failure to perform the roles and responsibilities outlined in Article IV, Section 3.

Subsection I. A Graduate Business Association Member must make a request to the Administration and CUGSA for the initiation of removal of an officer. If the course of action is deemed acceptable by the Administration and CUGSA, a special meeting will be scheduled to resolve the matter amongst the Association members, an Advisor, and a representative from the CUGSA Executive council.

Subsection II. The Association member must give his reason for the motion followed by a statement from the approving advisor. Then, the accused member is given the ability to defend. Once statements have been made, a blind vote will be taken among all Association Members. The CUGSA Executive council member will be present for this process to ensure fairness and due process.

Subsection III. Removal will occur by a two-thirds ($\frac{2}{3}$) majority of all Graduate Business Association Members. Should the individual removed require a replacement, a new candidate will be selected from among the Graduate Business Student body by majority vote amongst the remaining GBA members.

Article VIII - Advisors:

Section 1. - Requirement: The Advisors of the GBA are to be the Director of Graduate Business Programs and the Graduate Coordinator within the Clarkson University Reh School of Business.

Section 2. – Function: The Advisors of the GBA act as the primary contact between the GBA and other Administration and school personnel.

Advisor Duties

- Maintain an awareness of the activities and programs sponsored by the GBA through regular check-ins with GBA officials.
- Meet, at minimum, on a semester basis with the GBA president to discuss goals, problems, feedback, and honest opinions on all GBA initiatives.
- Assist in the orientation of new officers.
- Explain and clarify campus or administrative policies and procedures that apply to the organization.
- Maintain contact with the school administration regarding matters concerning the GBA.
- Provide direction in the area of parliamentary procedure, goal setting, and program planning.
- Forward any complaints about existing GBA board members on to the CUGSA to ensure accountability

Article IX - Amendment:

Section 1. - The GBA code of conduct can only be amended by the GBA Executive Board with two-third (2/3) endorsement from the CUGSA council to ensure compatibility with the CUGSA Supreme Constitution. The Vice President and the President of GBA must be present for modification of the Code of Conduct.

Article X. Ratification

Section 1. This Code of Conduct shall be ratified by a unanimous vote of all GBA members and Minor-GSA Presidents and advisors to the Graduate Council from the academic year 2019-2020.

Signatures

Sandip Purnapatra

CUGSA President

May 9th, 2020

Date

Asa Westerdale

GBA President

May 09, 2020

Date